

# SIS 2000+ Training Manual

## **Academic History**

### Academic History Reports

#### ***Purpose***

The Academic History Module includes two reports: Transcript and GPA/Rank Report.

The Transcript Report has two uses. If a child leaves one school and goes to another, their transcripts can be sent to the new school. The new school will use the transcript to see the student's grades and review which classes the student has completed. The Transcript Report may also be sent to colleges which are generally interested in the GPA's of incoming students.

The GPA Rank Report provides a list of students and their GPA's. If rank was calculated in the Calculate GPA application, the students will be ranked by grade level.

#### ***Training Objectives***

Printing Transcripts

**Listing GPA's and student rank**

#### ***Accessing Academic History Reports***

From the Main Menu click the **Academic History** button.  
Click **Reports** and select the appropriate report.

# Transcript Report

## 'Options' Screen

Claremont High School - Transcript report

Options Select Sort Issue To Gpa Summ Courses TestScores Notes

Transcript Type: ☒ Official ☐ Unofficial

Transcript Generation: ☒ Selected ☐ Requested

Grade Range: Low Grade  High Grade

Optional Sections to Include on Transcript:

☐ School Enrollment History ☒ Print Student's SSN

☒ Graduation Credit Requirements ☒ Print Student's Ethnic Code

☒ Standardized Test Scores ☐ Use Student's Mailing Address if not the same as Home Address

School Fax#

Reset

Print... Preview... Reset All Quit

*Transcript Report 'Options' Screen*

**Transcript Type -**  
**Select Official or Unofficial**

**Transcript Generation -**  
Selected - generate transcripts for selected students  
**Requested - generate requested transcripts**

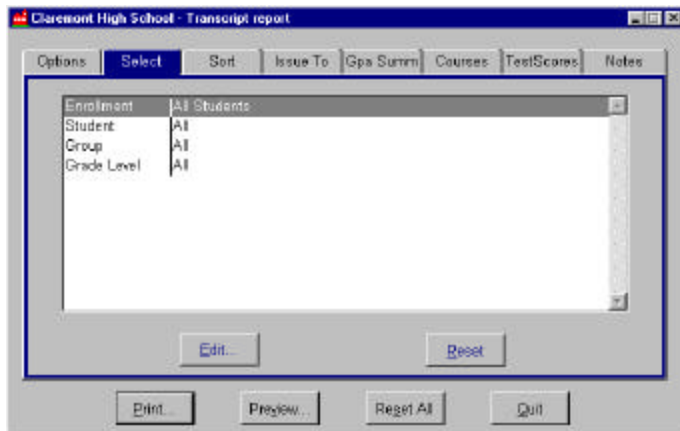
**Grade Range-**  
Select the grade or range of grades for which you want to print transcripts

**Optional Selections to Include on Transcript -**  
Select from the following options:

- ☒ School Enrollment History
- ☒ Graduation Credit Requirements
- ☒ Standardized Test Scores
- ☒ School Fax #
- ☒ Student SSN
- ☒ Student's Ethnicity
- ☒ Mailing Address if different than Home Address

**Reset -**  
Click Reset to set default information

## ***'Select' Screen***



***Transcript Report 'Select' Screen***

To perform the following functions, highlight one of the four selections and click **Edit** (or double click on the selection). You will then be able to "filter" or limit the information that will show up on the transcript.

### **Enrollment**

#### **Select:**

- ☐ Active Students
- ☐ This Year's Students
- ☐ Future Students
- ☐ Inactive Students
- ☐ All Students

### **Student**

To select a student, enter the ID number, Last or First Name, then click Find.

To select a number of students click Find, leaving the "Find Student" Screen blank. A selection screen will appear. Highlight the "Not Selected" students and arrow them over to the "Selected" field.

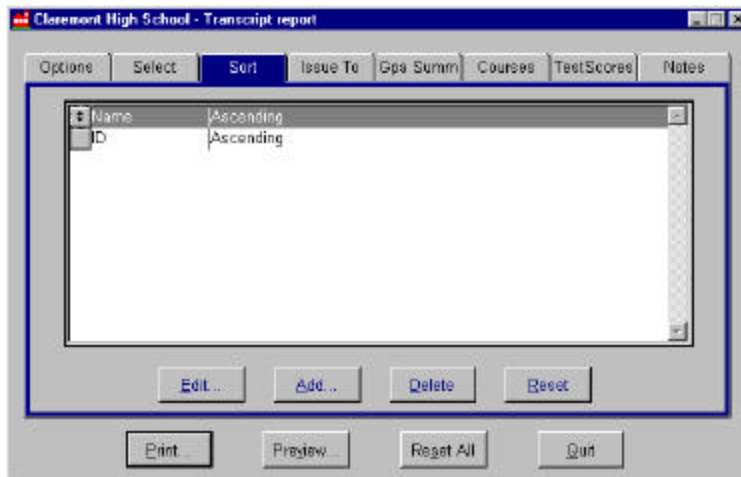
### **Group**

Select the Student group for which you wish to print Transcripts.

### **Grade Level**

Select the desired grade level.

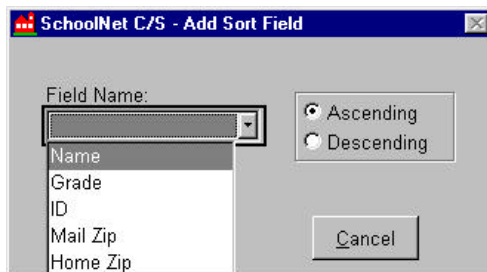
## 'Sort' Screen



Transcript Report 'Sort' Screen

## Sort

The Student Transcripts can be sorted Ascending or Descending by Name, ID, Grade, Home Zip, or Mailing Zip. If these choices are not available, click the Add button to add them to the selections:



## ***'Issue To' Screen***

The screenshot shows a window titled "Claremont High School - Transcript report". It has a menu bar with "Options", "Select", "Sort", "Issue To" (highlighted), "Gpa Summ", "Courses", "TestScores", and "Notes". Below the menu bar, there is a section labeled "Issue To:" with four radio buttons: "Custom" (selected), "School", "Student", and "Guardian". Under the "Custom" radio button, there is a section labeled "Custom Recipient" containing three text input fields: "Name", "Address", and a third unlabeled field. Below these fields is a "Reset" button. At the bottom of the window, there are four buttons: "Print...", "Preview...", "Reset All", and "Quit".

***Transcript Screen 'Issue To' Screen***

Select the school or person to whom this Transcript will be issued.

### **Custom**

Fill in a custom address if the Transcript is not going to be sent to a school, student, or guardian.

### **School**

If the School button is selected, the Address field will become disabled.

### **Student**

If the Student button is selected, the Address field will become disabled. SIS 2000+ recognizes the student's Home Address from the demographic information in the Student Editor application.

### **Guardian**

If the Guardian button is selected, the Address field will become disabled. SIS 2000+ recognizes the guardian's Home Address from the student's contact demographic information in the Student Editor application.

## ***'GPA Summ' Screen***

Claremont High School - Transcript report

Options Select Sort Issue To **Gpa Summ** Courses TestScores Notes

Select GPA Types to be Included in GPA Summary  
(max of 5 allowed)

Overall	O
Overall Weighted	C
St Coll Weighted	W
State College	S
UC Approved	P
<Unset>	L

Reset

Print... Preview... Reset All Quit

*Transcript Report 'GPA Summ' Screen*

Select the GPA Types to be included in the GPA Summary.

## 'Courses' Screen

Academic	1
Citizenship	2
Course Grade	1
Pass/Fail	4

*Transcript Report 'Courses' Screen*

### Group Course Data By -

Term - The student's classes and grades will be grouped by term

Subject - The student's classes will be grouped by subject

### Included Course Info -

Course Id

Subject

### Designate flag1 courses with [\*]

Courses marked with \* are college prep. These courses are flagged in the Master Schedule.

### Designate flag2 courses with [+]

Courses marked with + are joint enrollment courses. These courses are flagged in the Master Schedule.

### Include course group gpa/credit summary line

If this box is checked, the transcript will show a summary of the gpa and the credits awarded for each course group. When you select this box, the **Calculated GPA Type** field will become enabled. Use the drop-down box to make a selection.

### Include course group cumulative gpa/credit summary line

If this box is checked, the transcript will show a cumulative summary of the gpa and credits awarded. When you select this box, the **Calculated GPA Type** field will become enabled. Use the drop-down box to make a selection.

### Select Marks to be Reported

This refers to the type of marks that will be reported. (i.e. Academic, Conduct) The mark types will depend on the codes that have been set in your Mark Type Codes in the Table Editor.

## ***'Test Scores' Screen***

Claremont High School - Transcript report

Options Select Sort Issue To Gpa Summ Courses **TestScores** Notes

Select Tests to Include

Language Arts	Terra
Math	Terra
Reading	Terra
Reading Comprehension	WIRC
Reading Skills	WIRC
Enhanced Language	WSAS
Math	WSAS
Reading	WSAS
Science	WSAS
Social Studies	WSAS

Reset

Select Scores to Report (max of 2 allowed)

National Percentile	N
Grade Equivalency	G
Scale Score	A
Proficiency Level	P
Objective Performance Index OPI	O
TC	T
IE	E
IS	S
QW	Q
RTM	M

Print... Preview... Reset All Quit

*Transcript Report 'Test Scores' Screen*

### **Select Tests to Include**

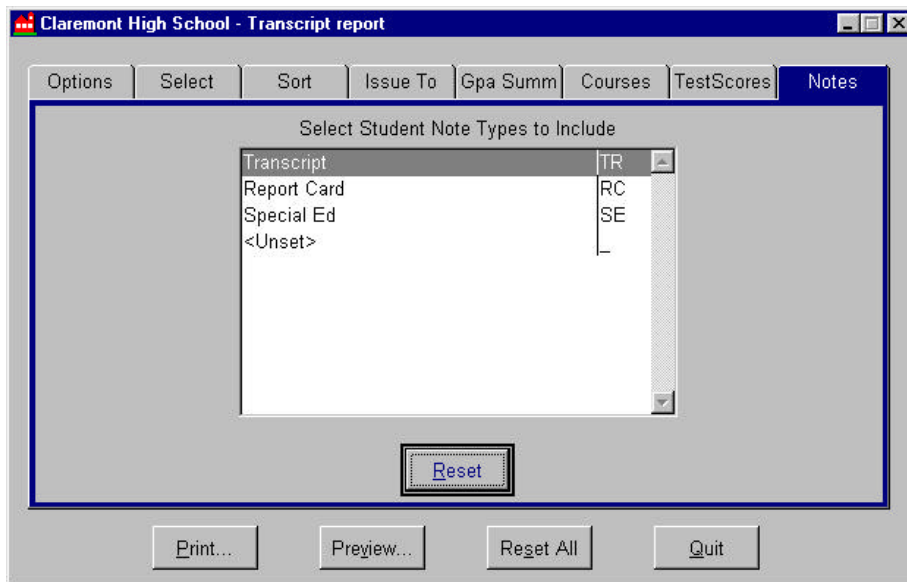
Select any tests you wish to include in the transcript.

### **Select Scores to Report**

Select the test score types that you want to report in the transcript.



## ***'Notes' Screen***



*Transcript Report 'Notes' Screen*

### **Select Student Note Types to Include**

Toward the bottom of the transcript is a box titled Student Notes. This box will reflect the above choices.

## ***Preview & Print***

Click **Preview** to view the transcripts before printing them. The cover page summarizes the options you previously chose. To view each of the transcripts, click on the door icon. When you exit, an information screen will appear asking whether or not you wish to print the transcripts.

# GPA/Rank Report

## *'Options' Screen*

Claremont High School - GPA/Rank Report

Options Select Sort

☒ Title: Quarter 1 GPA/Ranks

Track: T 301 1997/1998

School Year: 1998

Term: Quarter 1 Marks

GPA Type: Overall

Reset

Print... Preview... Reset All Quit

*Academic History 'GPA/Rank Report'*

### **Title**

Enter a title for the report.

### **Track**

Select the proper track for reporting.

### **School Year**

Type the school year.

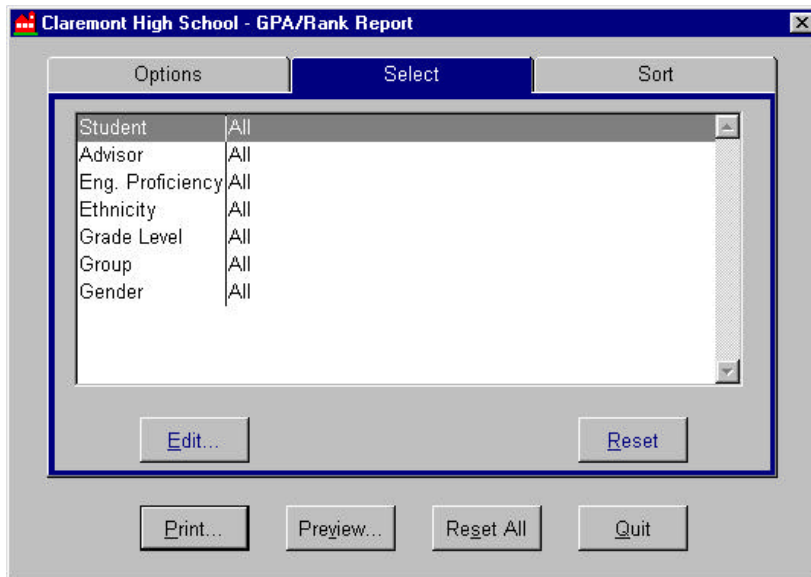
### **Term**

Select the proper term.

### **GPA Type**

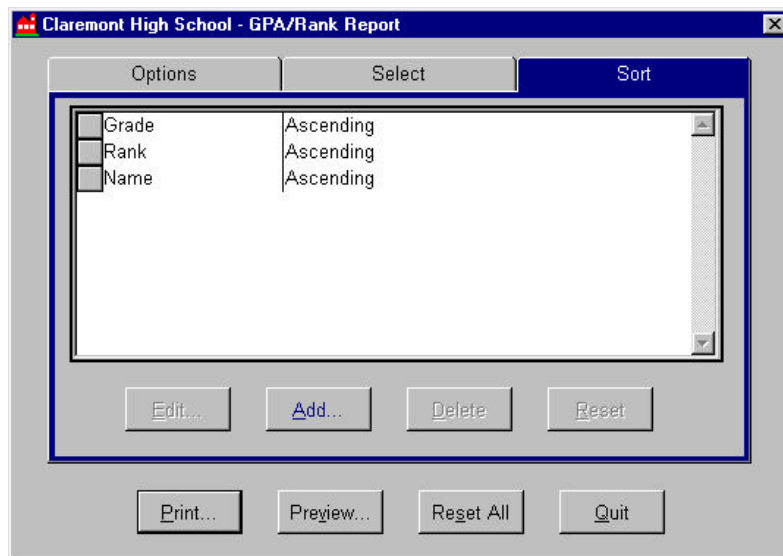
Select the GPA Type.

## **'Select' Screen**



To perform the following functions, highlight one of the selections and click **Edit** (or double click on the selection). You will then be able to “filter” or limit the information that will show up on the GPA/Rank Report.

## **'Sort' Screen**



*GPA/Rank Report 'Sort' Screen*

The GPA/Rank Report can be sorted Ascending or Descending by Grade, Rank, Advisor, GPA, or Name. If these choices are not available, click the Add button to add them to the selections.

Click **Preview** to view the report.